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NO CHANGE in Class. ☒

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Class. CHANGED TO: TS S C

DDA Memo: 77

ORGANIZATION AND METHODS SERVICE

OCT 8 1953

Auth: DDA REC 763

Date: 240378 By: 023

SURVEY REPORT

SUBJECT: Transfer of Responsibility for Controlling Agency Transportation Requests.

1. PROBLEM. To reassign responsibilities for controlling bulk issuances of Agency Transportation Requests from the Transportation Division to the Fiscal Division.
2. FACTS BEARING ON THE PROBLEM.
 - a. Control of bulk issuance of Agency Transportation Requests should be centralized in one office.
 - b. Transportation Requests are issued in bulk to other Agency offices for re-issue to individual travellers.
 - c. The accounting for Transportation Requests is subject to the provisions of GAO General Regulation 108 and supplements thereto.
3. DISCUSSION AND CONCLUSIONS.
 - a. Under present plans the Passenger Movement Branch requisitions, issues, and maintains an appropriate accounting of all Agency Transportation Requests. The Central Processing Branch re-issues Transportation Requests drawn initially from Passenger Movement Branch, to individual travellers. The Fiscal Division reimburses the Carriers based on the Traveller's and Carrier's accountings. Most of the type "B" Transportation Requests issued by Passenger Movement Branch go to Central Processing Branch for re-issue, however, many are issued directly to field stations by Passenger Movement Branch for re-issue there. Type "A" Transportation Requests in book form are issued by Passenger Movement Branch directly to individual travellers.
 - b. The Passenger Movement Branch now has principally a staff responsibility for the movement of individual travellers and the Central Processing Branch is responsible for direct processing of individuals for travel. It would, therefore, seem logical to transfer the present Passenger Movement Branch Transportation Request responsibility to the Fiscal Division since the most pressing concern is for adequate accountability.
 - c. The Passenger Movement Branch now has one person spending approximately one hour a week on the function. It is felt it could be absorbed in the present Fiscal Division T/O.

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4. RECOMMENDATION. That the Fiscal Division be given the function of requisitioning, issuing in bulk, and maintaining appropriate accounting records for all Agency Transportation Requests.

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[REDACTED]

C&M Examiner

25X1A9a

[REDACTED]

Asst. Management Officer (DP/A)

Concurrences:

25X1A9a

[REDACTED]

8 October 1953

Chief, Transportation Division/IO

25X1A9a

[REDACTED]

9 October 1953

Chief, Processing & Records Division/PO

25X1A9a

[REDACTED]

10/21/53

Chief, Fiscal Division/Comptroller

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